

Mandatory and Suggested Training for DHHS employees

Note: This list does not include training specific to your Facility or Division.

New Employees

Mandatory Training

- ☐ Understanding Harassment in the Workplace (Automatically assigned in the LMS)
- ☐ HIPAA training (Automatically assigned in the LMS)
- ☐ Investigating Workplace Violence (<https://www2.ncdhhs.gov/humanresources/violence/>)
- ☐ Bloodborne Pathogen Awareness Training
<https://www2.ncdhhs.gov/humanresources/hrservices/training/Bloodborne%20Pathogen%20Awareness%20Training%2007.ppt>
- ☐ NCVIP-Employee training curriculums (All automatically assigned in the LMS)
- ☐ Be a Hazard Hero! (Automatically assigned in the LMS)
- ☐ Slips, Trips, and Falls (Automatically assigned in the LMS)
- ☐ OSHR Safety: Incident Investigation & Reporting Procedures-Module A (Automatically assigned in the LMS)
- ☐ DHHS Active Shooter: Policy and Video

Suggested Training for non-supervisory staff

- ☐ LAAL-IC: Individual Contributor Foundation
- ☐ LAAL-IC: Communicating with your Team
- ☐ LAAL-IC: Dealing with Change
- ☐ LAAL-IC: Out of the Box Thinking

New Temporary Employees

- ☐ Be a Hazard Hero! (Automatically assigned in the LMS)
- ☐ Slips, Trips, and Falls (Automatically assigned in the LMS)
- ☐ OSHR Safety: Incident Investigation & Reporting Procedures-Module A (Automatically assigned in the LMS)
- ☐ DHHS Active Shooter: Policy and Video

All Employees-Annually

- ☐ HIPAA training
- ☐ DHHS Active Shooter: Policy and Video
- ☐ NCVIP training as needs arise
- ☐ New learning initiatives as needs arise

New Supervisors

Mandatory Training (in addition to mandatory Employee training)

- ☐ Grievance Overview
- ☐ Equal Employment Opportunity Institute Pre-requisite and 1-day classroom training (Automatically assigned in the LMS)
- ☐ “Effective Hiring”; “Introduction to Recruitment and Selection”
- ☐ NCVIP-Manager and Supervisor training curriculums (All automatically assigned in the LMS)

Suggested Training

- ☐ DHHS: Coaching the NCVIP Way
- ☐ LAAL-S: Supervisory Foundations
- ☐ LAAL-S: Leading Teams
- ☐ LAAL-S: Coaching for Supervisors
- ☐ LAAL-S: Managing Work